



DEPARTMENT OF THE NAVY
COMMANDER, CARRIER AIR WING RESERVE 20
NAVAL AIR STATION ATLANTA
MARIETTA, GA 30060-5099

COMCVWR-20INST 1050.1E
NOOC:coa
07 DEC 1999

COMCARAIRWINGRES TWO ZERO INSTRUCTION 1050.1E

Subj: LEAVE AND LIBERTY POLICY AND PROCEDURES

Ref: (a) MILPERSMAN ART. 1050

1. Purpose. To establish local policy and procedures for granting leave and liberty for military personnel assigned to COMCARAIRWINGRES TWO ZERO.
2. Cancellation. COMCVWR-20INST 1050.1D.
3. Background. Reference (a) provides guidance on the administration and accounting of leave, defines and differentiates the types of leave, leave accrual, limitations and liberty.

4. Annual Leave

a. All personnel are encouraged to take a total of 30 days annual leave per fiscal year, particularly during periods of reduced operations. Officers authorized to grant leave shall regulate schedules to maximize the use of earned leave consistent with operational readiness, training requirements and the desires of the individual members.

b. E-7 and above personnel are authorized to commence and terminate leave on their own recognizance unless directed otherwise. E-6 and below personnel will commence and terminate leave by telephone with the CDO. Telephone check-out and check-in is authorized as a personal convenience to the member but shall not be used as a means of extending the period of absence chargeable as leave.

c. Members must be in the immediate vicinity of the residence from which they commute daily to and from work upon commencement and termination of leave.

(1) Commencement:

0001 on a work day - charged as a day of leave day
1630 on a work day - not charged as a leave day
0001 on an off day - not charged as a leave day
if terminated on a work day.

07 DEC 1999

(2) Termination:

0730 on a work day - not charged as a leave day.
2400 on an off day - not charged as a leave day.
if commenced on a work day.

5. Procedures

a. **Applications.** A NAVCOMPT Form 3065 (Leave Request Authorization) or if done electronically, an original signed printed copy will be submitted for enlisted personnel via the chain of command (CPO's via CMC) with final approval being the member's Department Head with the exception of the Command Master Chief (CMC) and the Command Career Counselor (CCC). All officers, CMC and the CCC will be approved by the Deputy or CAG. Disapproved requests may be forwarded to the Deputy for final adjudication. The Senior Watch Officer (SWO) will endorse all leave requests. Once approved, the leave request will be forwarded to the Leave Control Petty Officer in the Administration Department. Leave request will not be processed without a complete leave address and telephone number.

b. **Commencement and Termination.** A photocopy of the leave paper shall be picked up the last work day prior to leave commencement date. The original and one copy will be held by the Administration Department until leave is terminated. Return the photocopy to the Leave Control Petty Officer no later than the first work day following leave termination for processing. After processing is completed, the original leave paper will be forwarded to PSD and a copy returned to the member.

c. **Leave Extensions.** Within a reasonable length of time prior to expiration of leave, extensions may be granted by the normal leave approval authority who will inform the Leave Control Petty Officer and the SWO. If an extension is requested due to an emergency, contact the CDO to assist in obtaining approval.

d. **Emergency Leave.** During normal working hours, expeditiously route all emergency leave requests via chain of command. The Admin Dept may notify PSD if transportation arrangements are required. Use the American Red Cross or Home Port Contact Officer for assistance in obtaining additional information. After normal working hours, notify CMC, Deputy, CAG or CDO for emergency leave authorization. If available, contact the Department Head for proper verification and authorization. The CDO or Department Head will be responsible for notifying the Leave Control Petty Officer and SWO on the first normal workday following the granting of emergency leave.

● 7 DEC 1999

6. Liberty Procedures and Definitions

a. **Procedures for Requesting Special Liberty.** Personnel desiring special liberty shall submit an original and one copy of a "special request" chit (NAVPERS 1336/3) via the chain of command. Three-day special liberty may be approved by Deputy, four-day special liberty will be approved by Deputy or CAG. The original request shall be returned to the member and the copy retained by the Department Head.

7. Forms. NAVCOMPT Form 3065 (Leave Request Authorization) and the NAVPERS 1336/3 (Special Request chit may be obtained through normal supply channels or in an electronic format the in Admin Dept.



C. F. WEIDEMAN

Distribution: (COMCVWR-20INST 5216.1K)
List I Case B